

## **FIRE COMMUNICATIONS OFFICER III**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the main duties of which are the supervision of the dispatching operations of the fire communications center on an assigned shift and in the absence of the chief fire communications officer and assistant chief fire communications officer. The work requires a high degree of responsibility and accuracy in the performance of all dispatching functions of the communications center. It also requires accurate knowledge of department procedures and the ability to supervise subordinate employees in the performance of their duties, following these procedures. Work is performed within prescribed regulations and under the general direction of the assistant chief fire communications officer. This class ranks directly below that of Assistant Chief Fire Communications Officer.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises subordinate communications personnel in the performance of all dispatching functions of the fire communications center. Trains all personnel assigned to communications by giving demonstrations, assisting with work performance, or supervising work performed during training period.

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and updating information.

Files reports forms, cards, logs, tapes, or other items for future reference. Compiles permanent records, either written or taped, of all working fires.

Answers telephone and secures the most accurate information possible for any incident from caller. Locates street address on map or in street file. Determines the correct units to be dispatched and any other pertinent information. Transmits information on fire to subordinate communications officer to dispatch unit.

Receives emergency calls of a non-fire nature and responds appropriately.



Tests equipment such as fire radios, fire telephones, alarm bells, public address systems, or recording equipment as prescribed by department policy.

Notifies repair crew or supervisor of any malfunctioning equipment.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of Fire Communications Officer II.

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